

Tax Administrator

Dept: Tax

FLSA Status: Exempt

General Definition of Work

Performs complex professional work directing the mapping, listing and appraisal of real and personal property and the collection of property taxes, coordinating work with the County Manager and department directors, ensuring compliance with statutory requirements, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of County Commissioners and County Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes and directs the appraisal of real and personal property; projects tax bases and interprets laws.
- Recruits and selects department personnel; assigns, directs and inspects the work of and supervises and evaluates assigned personnel; ensures the proper training of personnel; recommends suspensions and termination.
- Oversees the collection of property taxes and delinquent property taxes including bankruptcies; enforces applicable legal remedies and In Rem tax foreclosures.
- Oversees and directs in-house county-wide property tax revaluations.
- Supervises the lands records management and GIS program.
- Serves as Clerk to the Board of Equalization and Review.
- Develops and adheres to budgets for assessment, collections and revaluations; selects vendors and consultants; manages associated projects.
- Directs and administers annual business property audits, exclusions, exemptions and land use audits.
- Reports Annual Settlement to the Board of County Commissioners
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of the portions of the law related to tax collections and property tax laws; comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; comprehensive knowledge of governmental accounting procedures and fiscal management; thorough skill operating standard accounting software; thorough skill operating standard office equipment, hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to develop and implement an effective system for the collection, receipting and reporting of large sums of money; ability to communicate ideas effectively, both orally and in writing; ability to prepare detailed reports; ability to establish and maintain effective working relationships with county officials, the general public and associates.

Education and Experience

Bachelor's degree with coursework in business, accounting, management, or related field and six or more years experience in business, accounting, management, real estate, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

GS 105-294 certification from the North Carolina Department of Revenue.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation: Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

Tax Administrator

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date